

2014 MAYOR'S OFFICE CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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1. INTRODUCTION

The Mayor's Office is committed to environmentally sustainable practices. Mayor Ed Lee and his staff work closely with the Department of the Environment and other City Departments to provide leadership and promote sustainable practices both within the City's operations and greater community of San Francisco in a variety of ways.

Within our City Hall offices, Mayoral staff work independently and in small teams in order to accomplish the multiple and varied tasks demanded of an Executive office. The Mayor's staff is aware of and actively participates in Zero Waste, Green Purchasing, and Green Transportation activities.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The Mayor's Office represents the people of the City and County of San Francisco and ensures that San Francisco is a place where all residents can live full lives in a safe, prosperous, and vibrant environment.

2B. DEPARTMENTAL BUDGET

The Fiscal Year 2013-14 budget for the Mayor's Office is \$6.5 million.

2C. NUMBER OF EMPLOYEES

The total number of current year budgeted and funded positions is 37.5 FTE

2D. FACILITIES

The Mayor's Office occupies City Hall rooms 14, 16, 18, 160 - MONS, 200 - Office of the Mayor, 201, 204, 247 - Press Room, 286, 288 - Office of Public Policy and Finance, 291, 295, 297, 309 - Civic Innovations, 436, 443 - Mayor's Administration, 496. All offices house employees or are used as meeting spaces.

2E. VEHICLES

The Department does not have a vehicle fleet.

2F. DEPARTMENTAL CONTACT INFORMATION

Mayor's City Hall Offices Climate Liaison & Zero Waste Coordinator
Antonio Guerra
Fiscal & Policy Analyst
(415) 554-6114

Mayor's Office Senior Advisor on the Environment
Roger Kim
Senior Advisor
(415) 554-6973

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

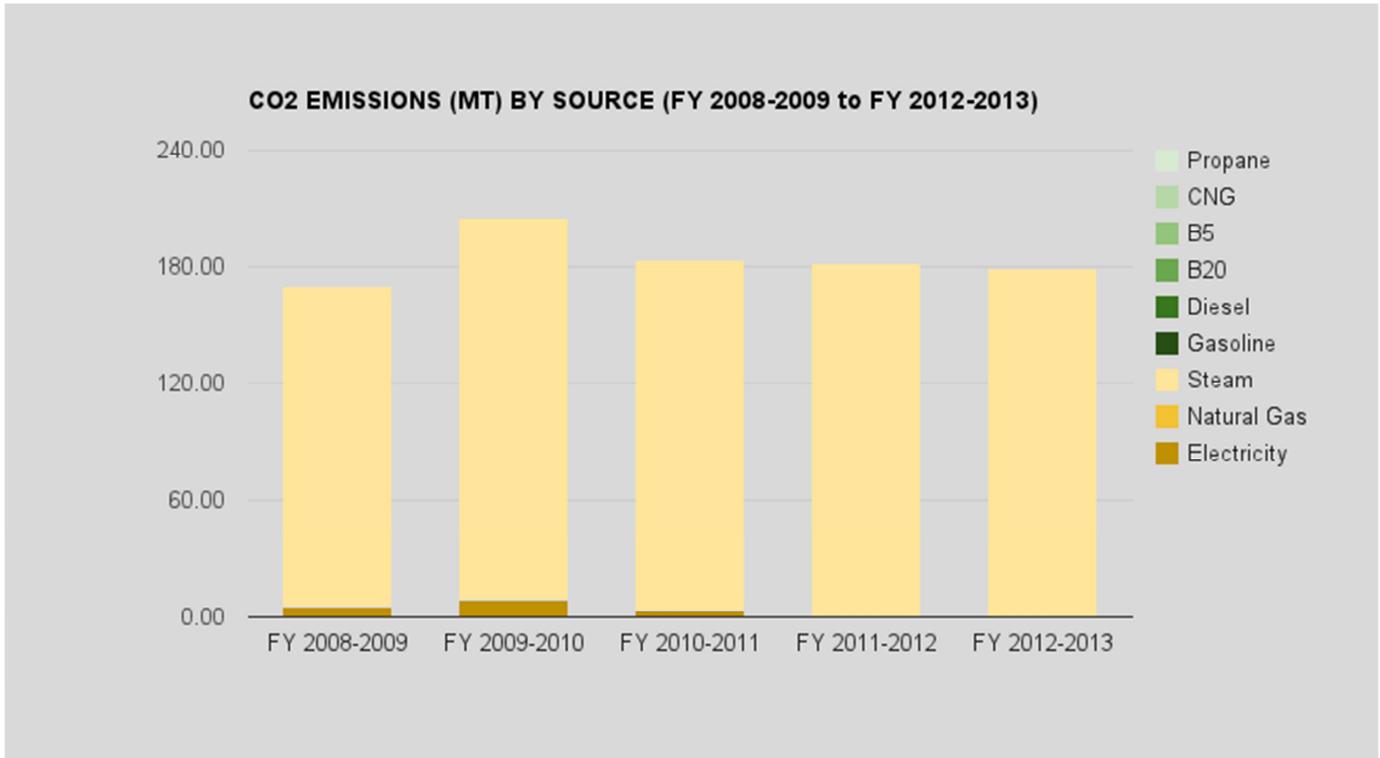
The Mayor's Office does not have any other sustainability plans besides this climate action plan.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

For Fiscal Year 2012-2013, the Mayor’s Office total operational greenhouse gas (GHG) emissions was 179 metric tons of CO2. This is based on GHG emissions calculated from the department’s consumption of facilities energy which is described in the sections below.

The five year summary of the Mayor’s Office annual operational CO2 emissions is summarized in the table and chart below. A 5-year historical analysis is provided in detail in the sections below.

FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO2 (mt)	170.20	204.69	183.36	182.11	178.73



Since FY 2010-11, the Mayor’s Office Carbon Dioxide emissions have remained constant.

3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 2012-13 Departmental carbon footprint has been verified by the Mayor’s Office to be accurate and complete.

3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

Total Facilities Electricity (kwh) in FY 2012-13: 441,380 kWh consumed and 0 metric tons of CO2. Cost: \$2,207

Total Facilities Steam (lbs) in FY 2012-13: 2,084,821 therms consumed and 178.73 metric tons of CO2. Cost: \$51,054

No natural gas was consumed in FY 2012-13.

3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Mayor's Office annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	524,304	504,401	500,468	441,821	441,380
Natural Gas (th)	0	0	0	0	0
Steam (lbs)	1,729,310	2,057,041	1,943,402	2,081,796	2,084,821

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	5.48	8.75	3.74	0.00	0.00
Natural Gas	0.00	0.00	0.00	0.00	0.00
Steam	164.72	195.94	179.62	182.11	178.73
Total Facilities Energy CO2 (mt)	170.20	204.69	183.36	182.11	178.73

According to the FY 2012-13 Carbon footprint summary, the vast majority of the Department of the Mayor's energy consumption comes from steam heat. The Department's steam heat usage is calculated as the percentage of floor space it occupies within City Hall. Unfortunately, the Department cannot directly reduce this consumption, as City Hall Building Management centrally controls the heating.

The remainder of building energy usage from the Mayor's Office is comprised of electricity. Lighting is primarily controlled by motion sensors, and unused offices are left unlit to reduce our consumption of electricity.

Although the Mayor's Office consumed 441,380 kWh of electricity in FY 2011-2012, this electricity consumption was associated with 0 metric tons of CO2e of emissions. In 2011, the electricity supplied by the San Francisco Public Utilities Commission (SFPUC) to municipal and retail customers had a greenhouse gas emissions factor of zero because its generation portfolio was carbon neutral. SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System and in-city solar and biogas generation.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

The Mayor's Office solely occupies space managed by the Real Estate Division and does not own any buildings.

4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

The Mayor's Office solely occupies space managed by the Real Estate Division and does not own any buildings.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The Mayor's Office solely occupies space managed by the Real Estate Division and does not own any buildings.

4D. INFORMATION TECHNOLOGY

All of the Department's computers are set to automatically sleep when inactive, but many computers are left on (logged out) during the evenings for automatic updates and to facilitate remote work. The Department purchases low-power and energy efficient servers.

4E. RENEWABLE ENERGY

The Department does not have any renewable energy systems.

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of the Environment to calculate annual departmental water use has been verified by the Mayor's Office to be accurate and complete.

5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

The Mayor's Office FY 2012-13 Water Consumption: 572,374 Gallons

5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

Total water use for the Mayor's Office has declined since FY 2008-09. The Department's water usage is calculated as the percentage of floor space it occupies within City Hall which is open to the public. The majority of the building's water and wastewater usage is related to its restroom facilities.

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	781,663	580,356	596,088	572,374
Wastewater Discharge (gal)	561,650	410,866	392,210	289,139

5D. WATER CONSERVATION

While no Department specific water conservation effort is taking place, Mayor Lee issued an Executive Directive in February 2014 directing Departments to reduce water consumption by at least 10 percent.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

The Mayor's Office is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements, and the "HACTO Submission Forms – FY 1314" is attached as Appendix A to this document.

The Mayor's Office does not have a fleet and did not need to reduce its vehicle count.

6B. TRANSIT FIRST CAMPAIGN

The Mayor's Office transit first campaign was Walk to Work Day and Bike to Work Day.

6C. BIODIESEL

The Mayor's Office does not have on-road vehicles that use diesel.

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

This year, the new office Zero Waste Coordinator attended a workshop and looks forward to initiating programs that can reduce the Department's impact on the environment.

7B. CARBON SEQUESTRATION / URBAN FOREST

The Department is not involved in planting, caring for, or otherwise supporting forestry resources.

7C. COMMUNITY WIDE IMPACT

As the City's Chief Executive, Mayor Lee provides leadership and direction on numerous environmentally related initiatives. Below are just a few examples of ways in which the Mayor's Office has a community-wide impact:

Full Funding of the GoSolarSF Program: On April 30, 2014, Mayor Lee announced that the City's successful solar initiative, GoSolarSF, would be fully funded at \$10 million over the next two fiscal years. GoSolarSF is a model clean energy program that is creating good paying green jobs for San Francisco workers, while also making solar renewable energy accessible to residents and businesses Administered by the SFPUC, the program provides incentives for San Francisco residents, businesses and non-profits to install solar panels on their property. To date, the program has paid \$19.4 million in incentives and completed 2,583 installations across San Francisco. GoSolarSF has created 8.1 megawatts of new solar energy and directly created 121 new jobs in the solar industry for San Francisco's disadvantaged workers.

Executive Directive on Departmental Water Consumption: On February 10, 2014, Mayor Lee issued an Executive Directive requiring all City departments to take immediate steps to reduce water use by at least 10%. The Executive Directive also requires departments to identify a water conservation contact, develop a Water Conservation Plan including an assessment of all plumbing fixtures, implement best practices for landscapes, and explore the use of non-potable water.

GreenFinanceSF: On November 26, 2013, Mayor Lee and Supervisor Mark Farrell announced that the City will restart a program to help property owners finance energy efficiency projects in their homes. Called GreenFinanceSF, the program for residential buildings is a voluntary Property Assessed Clean Energy (PACE) financing program that provides affordable financing options to San Francisco homeowners to pay for the installation of energy efficiency, renewable energy and water conservation improvements. GreenFinanceSF creates green jobs for the local economy while also reducing energy and water use and greenhouse gas emissions.

SF2030 Transportation Task Force: In an effort to remain a world-class, transit first city, the City must make a significant investment in its transportation system and infrastructure. Mayor Lee’s SF2030 Transportation Task Force calls for a \$10.1 billion investment in transportation infrastructure over the next 15 years, with recommendations to generate \$3 billion in new revenue by 2030. Significantly, most of the proposed funding will go towards improving non-single occupancy automobile modes of travel, such as transit, walking, and biking. By targeting improvements towards mass transit and other alternative modes of travel, the City is directing resources towards travel that makes the least amount of environmental impact.

7D. RESILIENCY AND ADAPTATION

The office supports all Departmental initiatives to address the vulnerabilities and risks associated with the effects of climate change.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

Over the next year, the Mayor’s Office looks forward to working with the Board of Supervisors and City Departments on implementing public policy that protects and improves the Environment.

APPENDICES

HACTO Submission Forms 2013

Department *	Mayor's Office
Name of Person Preparing Report *	Antonio Guerra
Title of Person Preparing Report *	Fiscal and Policy Analyst
Email of Person Preparing Report *	antonio.guerra@sfgov.org
Name of Department Director *	Ed Lee
Acknowledgement *	As the email noted, my department does not have any vehicles subject to HACTO.
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	Other
Other: *	n/a
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	The Mayor’s Office encourages employees to walk, bicycle or use transit to commute to and from work. Various educational campaigns are conducted throughout the year. 46% of Mayor’s Office employees are enrolled in the Pre-Tax Commuter Benefits program. Employees used public transit, carpool or vanpool in 72% of their weekly trips to and from

work.

Does your department offer employees access to bicycles for work-related travels? *

Yes

Are they part of the CityCycle program? *

No

How many bicycles are available? *

0

How many locations have CityCycle bikes? *

0

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:

The Department encourages employees to commute sustainably to work by offering secure bike-parking at City Hall. Additional, there is a Bay Area Bike Share station at Civic Center Plaza.

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *

Yes

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: *

As noted earlier, employees carpool or vanpool for many of their weekly trips to and from work. Many employees have also taken use of vehicles in the City car pool.

Is your department able or have plans to host a tele-conference call? *

Yes

Is your department able or have plans be able to host a video-conference call? *

Yes

Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *

The Mayor's Office does not operate any vehicles and therefore does not contribute to any fleet-related carbon emission. Almost all work takes place at City Hall.

Does your department promote or have plans to promote the use of public transit for commuting to/from work? *

Yes

How will you promote public transit? *

Encourage participation in the Pre-Tax Commuter Benefits program

From looking at last year's HACTO Plan, please describe the successes and challenges of

46% of Mayor's Office employees are enrolled in the Pre-Tax Commuter Benefits program.

promoting public transit for commuting

to/from work: *

Does your department promote or plan to promote the use of bicycles for commuting to/from work? * Yes

How will you promote bicycle commuting? * Provide indoor/safe bike storage

These bicycle-friendly resources are available at: * All locations

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: * City Hall has had safe, indoor bike storage for many years.

Does your department plan to promote the use of ridesharing for commuting to/from work? * Yes

How will you promote ridesharing? * Other

Other: * Education

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: * While the exact number of employees carpooling is not known, employees used public transit, carpool or vanpool in 72% of their weekly trips to and from work.

D. Does your department offer or plan to offer tele-commuting? * Yes

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: * Employees have the ability to install virtual desktop software on personal computers and conduct work from the comfort of their own home.

Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: * In order to comply with the Healthy Air and Clean Transportation Ordinance, the Mayor's Office encourages employees to walk, bicycle or use transit to commute to and from work. As part of San Francisco's Walk to Work Day (the first in the Nation), Mayor Ed Lee launched the City's Pedestrian Strategy to encourage walking. The Department encourages employees to commute sustainably to work by offering secure bike-

parking at City Hall. To promote transit, employees have access to pre-tax transit benefits.

Campaign Options *

5. Walking and Bicycling to Work

Your department does not have any vehicles subject to HACTO.

You have completed this section. Thank You.
